

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

RIGHT OF WAY DIVISION

REQUEST FOR PROPOSALS (RFP)

**ON-CALL
RIGHT OF WAY ACQUISITION SERVICES**

Proposals must be submitted
no later than **4:00 p.m. CDT**
AUGUST 6, 2010

To constitute a valid submission, proposal must:

- (1) Be submitted by the prescribed date and time (Paragraph 2.3),
- (2) Address all the requirements set forth herein, and
- (3) Contain Page 6, completed with the following information:
 - a) Company name, address and phone number.
 - b) Original signature in ink, not photocopied or stamped.

For further information regarding this RFP contact
Perry Johnston, Division Head
AHTD Right of Way Division
(501) 569-2311 or by e-mail at Perry.Johnston@arkansashighways.com

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Section 1.0 INTRODUCTION

1.1 Scope of Proposal: The Arkansas State Highway and Transportation Department (AHTD) is soliciting proposals from qualified consultant firms to provide Right of Way Acquisition Services for selected highway projects on an as-needed basis. The Proposed Work Plan is attached to and made a part of this RFP (Attachment A).

1.2 Point of Contact: Questions concerning submission of a proposal in response to this RFP should be addressed to the AHTD official named below:

Phillip L. McConnell
Assistant Chief Engineer - Design
Arkansas State Highway
and Transportation Department
P. O. Box 2261
Little Rock, AR 72203
Phone: (501) 569-2301
Fax: (501) 569-2688
Phil.McConnell@arkansashighways.com

Perry M. Johnston, Division Head
Right of Way Division
Arkansas State Highway
and Transportation Department
P. O. Box 2261
Little Rock, AR 72203
Phone: (501) 569-2311
Fax: (501) 569-2018
Perry.Johnston@arkansashighways.com

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions, amendments, or supplements will be provided to all recipients of this initial RFP and all who have requested information in writing. Oral communications shall not be binding on the AHTD and can in no way modify the terms, conditions, or specifications of this RFP or relieve the successful firm(s) of any obligations under any contract resulting from this RFP.

1.3 Proposer Qualifications: Proposers must be licensed by the Arkansas Appraiser Licensing and Certification Board and have knowledge of Federal and State laws and regulations, AHTD Right of Way policies and procedures and experience with similar services.

1.4 Information Restrictions: All information received by AHTD regarding this RFP is restrictive and will not be available before award of the project to the successful firm(s).

1.5 Choice of Law & Choice of Forum: This RFP and any resulting contract shall be governed by and construed in accordance with the laws of the State of Arkansas. Any proceeding relating to any cause of action of any nature arising from or relating to this RFP or contract may be brought only before the appropriate forum in Pulaski County, Arkansas.

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- 1.6 **Ethics:** *“It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the Consultant for the purpose of securing business.” Ark.Code.Ann. § 19-11-708(a).*

Section 2.0 PREPARING AND SUBMITTING A PROPOSAL

- 2.1 **General Instructions:** The evaluation and selection of a firm or firms will be based on the information submitted in the Proposer’s proposal including references. In order to properly evaluate the proposers, each Proposer must include in their submission the following documents.

2.1.1 **A Cover Letter** is required and should display a clear understanding of the work, include a positive commitment to complete the work in the specified time-period, and briefly summarize why the firm should be selected. Address and contact information for each party in a proposed joint venture should be included.

2.1.2 **Qualifications:** Proposer submittals must include a statement of qualifications documenting the relevant qualifications of the firm or firms, as well as information summarizing the relevant qualifications of the personnel involved.

- a. **Qualifications, Experience and Competence of Firm(s):** Information must be included summarizing and documenting the qualifications, experience and competence of the firm or firms in relation to the contractual services anticipated. A discussion of the firm’s experience in right of way acquisitions services should be included. Any projects listed in this proposal that are intended to show the firm’s experience in similar type work but do not include proposed team members will not be considered as relevant to the proposal.

References: Proposers shall submit a list of clients for whom Right of Way Acquisition Services or similar services have been performed. Any references shall include a point of contact name, address, and telephone number. Information obtained from reference contacts will be used in determining the successful firm.

EEO/Civil Rights: A firm's reputation including its responsiveness to EEO and Civil Rights will be a factor in the selection.

- b. **Personnel Qualifications and Availability:** Proposers must identify and summarize the relevant experience of personnel that would actually provide the anticipated services.

2.1.3. **DBE Considerations:** Certification of DBE status should be provided in order to receive special consideration.

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2.1.4 **Cost Proposal:** Proposers must submit a cost proposal using the form provided in Attachment B. There will be no advance payment for start-up. In order to obtain the best value for the State, modifications of the cost proposal may be allowed during contract negotiations. These cost data must be provided inside a separately sealed envelope that is clearly marked “**COST PROPOSAL**” on the outside of the envelope with the firm name and the project description, and not within other submittal documents. These costs will not be opened until the top ranked firms have been determined.

Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

2.2 **Incurring Costs:** The AHTD is not liable for any cost incurred by Proposers in replying to this RFP. The cost of developing and submitting the proposal is entirely the responsibility of the Proposer. This includes costs to determine the nature of this engagement, preparation of proposal, submission of proposal, negotiation for the contract, and all other costs associated with this RFP.

2.3 **Time and Place for Submission of Proposals:** Proposers must submit five (5) copies of the completed proposal, along with all materials required herein for acceptance of their proposal by **4:00 p.m. CDT, on August 6, 2010.**

Mail To:
Frank Vozel
Deputy Director and Chief Engineer
Arkansas State Highway
and Transportation Dept.
P. O. Box 2261
Little Rock, AR 72203

Deliver To:
Frank Vozel
Deputy Director and Chief Engineer
Arkansas State Highway
and Transportation Dept.
10324 Interstate 30
Little Rock, AR 72209

2.4 **Late Proposals:** Proposals received after the date and hour established will be considered late proposals and will be automatically disqualified. Late proposals will be returned unopened.

2.5 **Unsigned Proposals:** Page 6 of this RFP must be signed and included with proposal to constitute a valid submission. The signature must be original (not stamped or photocopied) and in ink. Unsigned and improperly signed proposals will be automatically disqualified.

2.6 **Withdrawing or Modifying Proposals:** A proposal may be withdrawn, modified, or corrected by a Proposer after it has been submitted only if a written request to do so is submitted to the Deputy Director and Chief Engineer’s Office prior to the date and time set in Section 2.3. Telegrams or letters received before the date set in Section 2.3 will be

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accepted and attached to the unopened proposal, and the proposal will be considered withdrawn, modified, or otherwise changed accordingly. No proposal may be withdrawn, modified, corrected, or otherwise changed after the date and time set in Section 2.3.

- 2.7 **Assignment:** No contract resulting from this RFP may be assigned, sold, or transferred without the prior written consent of the AHTD, and no obligation incurred pursuant to this RFP and any resulting contract may be delegated without written consent of the AHTD.
- 2.8 **Cancellation of Contract:** The AHTD reserves the right to cancel any award without recourse upon written notice to the firm(s).
- 2.9 **Default and Remedies:** Non-performance of any requirement or condition of any contract resulting from this RFP shall constitute default. Upon default, the AHTD shall issue a written notice of default providing a period in which the firm shall have seven (7) days to cure said default. If the firm remains in default beyond the seven (7) days, or if the default is repeated during the term of the contract or any extension thereof, the AHTD may, in its sole discretion, terminate the contract(s) or remaining portions thereof and exercise any remedy provided by law.
- 2.10 **Right of Rejection by:** the Arkansas State Highway and Transportation Department.

The AHTD reserves the right to award this contract to the firm that best meets the requirements of the RFP, and not necessarily to the lowest bidder. The AHTD reserves the right to reject any or all proposals prior to execution of the contract, with no penalty to the AHTD.

Section 3.0 DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

- 3.1 **Disadvantaged Business Enterprise (DBE) Participation:** Although no DBE percentage goal is established for this project, the proposal shall include DBE participation to the extent practical.

Section 4.0 EVALUATION AND AWARD

- 4.1 **Evaluation:** In order to select the responsible and qualified firm whose proposal is most advantageous to this RFP, the Proposers will be evaluated in a two-phase process.

In the first phase, the following criteria will be used to evaluate the proposals. Five firms deemed to be the most qualified and have the most responsive and responsible proposals will be selected for further consideration.

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Phase 1 Evaluation Criteria	100
1. Qualifications, Experience and Competence of Firm(s)	45
2. Personnel Qualifications and Availability	45
3. Responsiveness to DBE opportunities	10

In the second phase, the sealed envelopes containing the Cost Proposals for the top five firms will be opened. An “adjusted price” will be obtained based on the proposed costs and the total Phase I score. The firm(s) selected should be the firm(s) whose adjusted prices are the lowest.

- 4.2 **Award:** Award will be made based upon the evaluation of all proposals received in response to this solicitation and the determination of the proposal or proposals considered to be the most advantageous to the RFP. The AHTD reserves the right to accept or reject in whole or in part any and all proposals submitted, to award to more than one Proposer, to waive any minor technicalities when it is in the best interest of the AHTD, and to negotiate terms of the contract, including the award amount, with the selected firm(s). Prior to executing the contract, the selected firm(s) must submit an audit report that has been prepared in accordance with 48 CFR Part 31 and by an independent certified public accountant.
- 4.3. **Basis of Payment:** Payment will be made based on the per tract cost for each service category included on the Proposer’s Cost Proposal or negotiated amount as included in the executed contract.

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THIS PAGE MUST BE COMPLETED, PROPERLY SIGNED, AND RETURNED FOR THIS PROPOSAL TO BE CONSIDERED.

Section 5.0 CERTIFICATION

I, the undersigned, affirm that this proposal is made on behalf of the below-named individual/company, for whom I have legal authority to commit to the terms and conditions set forth in the RFP and this response, to which I/we agree to be bound if this proposal is found acceptable by the AHTD; and that this proposal is made without any collusion or coercion on the part of any person, firm, corporation or other entity.

Company Name: _____

Address: _____

Representative: _____

Title: _____

Phone: _____ Fax: _____

Email Address: _____

Signature: _____

Date: _____

(Must be original, no photocopies, and in ink)

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ATTACHMENT A

PROPOSED WORK PLAN

Preface: The AHTD is authorized by Minute Order 2010-070 to solicit proposals for On-Call Right of Way Acquisition Services.

Purpose: The purpose of this RFP is to secure professional services for the right of way acquisition of properties on various highway projects in accordance with Public Law 91-646, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act), Federal and State laws and regulations, and AHTD Right of Way policies and procedures. The On-Call Right of Way Acquisition Services are anticipated to end in December, 2012. The general scope for this contract includes, but is not limited to the following:

1. Administrative Services
2. Title Services
3. Initial Appraisal Services
4. Initial Appraisal Review Services
5. Negotiation Services
6. Closing Services
7. Relocation Assistance Services
8. Property Management Functions
9. Appraisal Updates
10. Appraisal Review Updates

Background: It is necessary for the AHTD to provide timely right of way acquisition services for selected projects in order to proceed with construction. The professional services to be provided by the consultant will support the AHTD's right of way acquisition program by providing the AHTD with special expertise or services, as needed, in one or more of the following areas of responsibility:

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Consultant Responsibilities: The Consultant agrees to administer professional services, as needed, for right of way acquisition responsibilities for one or more of the following areas:

1. Administrative Services:

- 1.1. Provide bi-monthly, or as required, coordination reports to the AHTD.
- 1.2. Attend meetings including the Consultant, AHTD, FHWA and others as scheduled at the sole discretion of the AHTD Right of Way Division as to date, time and location. The Consultant shall compile and distribute meeting minutes as required.
- 1.3. Maintain project records including, but not limited to, correspondence and documentation of contacts with property owners.
- 1.4. Overhead costs including salaries, travel, employee benefits, telephone, equipment, supplies, etc.
- 1.5. Prepare invoices for payment utilizing AHTD's standard invoicing procedures.
- 1.6. Provide right of way certification in accordance with AHTD's Right of Way Division Policies and Procedures Manual.

2. Title Services:

- 2.1. Furnish title work, prepare detailed title certificates and maintain supporting documents.
- 2.2. Provide title commitments including twenty (20) year or forty (40) year title searches in accordance with AHTD Right of Way procedures.
- 2.3. Be responsible for furnishing updates or revised information to the AHTD's Right of Way Engineering Section when change of ownership occurs subsequent to the certificates obtained during right of way plan preparation.
- 2.4. Prepare proper instruments of conveyance and releases upon determination of title status.

3. Initial Appraisal Services:

- 3.1. Review the AHTD's right of way and construction plans.
- 3.2. Perform field inspection of the proposed project and collect limited market information in order to determine estimated land and improvement values.

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- 3.3. Provide total estimated cost of acquiring the needed right of way and a tract by tract breakdown.
- 3.4. Prepare scope of work, which is a written document between AHTD and the appraiser describing the appraiser's work and the assignment. This is a separate document that will be retained in AHTD Right of Way Division files.
- 3.5. Follow the Uniform Act for contacting property owners and property owner's inspection. This includes inviting the property owners preferably in writing to accompany the appraiser during the appraiser's inspection of the property, and maintain record of contact in file.
- 3.6. Notify property owners as soon as feasible of the AHTD's interest in acquiring the real property, including the AHTD's obligation to secure an appraisal.
- 3.7. When applicable, the appraiser and the relocation coordinator will meet with the property owner and determine items that are appraised as real estate and which items will be handled as personalty. This realty/personalty list will become a part of the appraisal. Legal counsel may be required if there is a question on any item.
- 3.8. Prepare compensation estimates or appraisals in accordance with Federal regulations and AHTD Right of Way policies and procedures.
- 3.9. For on-premise signs, determine if cost to cure would be less than purchase and prepare compensation estimate or appraisal accordingly.
- 3.10. For off-premise signs, prepare appraisals utilizing forms provided by AHTD in accordance with Federal regulations and AHTD Right of Way policies and procedures.
- 3.11. Determine need for specialty report and advise AHTD of recommendation. AHTD will determine extent of report needed and most efficient and cost-effective method of preparation.
- 3.12. Obtain a listing of contaminated sites (petroleum, solid/hazardous waste) from the Arkansas Department of Environmental Quality (ADEQ).
- 3.13. Prepare written notification to the AHTD of any environmental concerns associated with the acquisition that could require environmental remediation.
- 3.14. Assist on any appraisal problems or plan-in-hand inspections, right of way estimates and cost comparisons for public hearings and environmental programs as directed by AHTD.

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- 3.15. Appear and testify as an Expert Witness in eminent domain proceedings and be available for pre-hearing or pre-trial meetings as directed by the AHTD.
- 3.16. The Appraiser and Review Appraiser, if applicable, cannot be employed by, or otherwise associated with, the same appraisal company or firm.

4. Initial Appraisal Review Services:

- 4.1. Review appraisal reports for each tract to determine consistency of values and compliance with AHTD policies and procedures and the Uniform Act, approve the fair market value and recommend just compensation to the AHTD.
- 4.2. Request any corrections or revisions from the appraiser, make minor corrections, and make comments and provide additional supporting data as necessary to the appraisal report.
- 4.3. Review appraisals submitted by the property owners and comment by memorandum on the findings.
- 4.4. Appear and testify as an Expert Witness in eminent domain proceedings and be available for pre-hearing or pre-trial meetings as directed by the AHTD.
- 4.5. The Appraiser and Review Appraiser, if applicable, cannot be employed by, or otherwise associated with, the same appraisal company or firm.

5. Negotiation Services:

- 5.1. Prior to the initiation of the negotiation process, perform a review of the project and appraisal reports with the negotiator, reviewing appraiser and AHTD personnel.
- 5.2. Prepare the appropriate acquisition documents and assemble tract packets.
- 5.3. Prepare an offer letter for signature by the appropriate AHTD official stating the summary of the basis for the total amount offered.
- 5.4. Present offer letter to the property owner, discuss the offer amount and rationale for compensation and address any concerns. Advise the property owner of their full rights under the laws of eminent domain if no agreement can be reached and condemnation action is necessary.

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- 5.5. Maintain a project log indicating, at a minimum, the dates of the following: compensation estimate or appraisal approved, initiation of negotiations, contract signed and recommendations for condemnation.
- 5.6. On acquisitions involving relocatees, coordinate property owner meetings with personnel administering relocation assistance.
- 5.7. Maintain detailed records of all information pertinent to the job: ownership addresses, encumbrances, dated and signed negotiator notes, offer letters, and contracts. Negotiator notes should include a record of each contact, explanation of the plans, offers and counteroffers, property owner requests, opinions, proposed solutions and recommendations for condemnation.
- 5.8. As negotiations are completed, review tract packets for completeness, prepare acceptance letters for AHTD execution, and distribute tract packets for further handling.
- 5.9. Submit proposed changes in right of way or construction design features arising through negotiations to AHTD utilizing the AHTD "Request for Plan Change" form.
- 5.10. Submit counteroffers from the property owners to the AHTD with recommendations for acceptance or rejection.

6. Closing Services:

- 6.1. Obtain title opinion identifying legal ownership and necessary parties for execution of conveyance and releases required to obtain clear title.
- 6.2. Obtain required partial releases of mortgages and other encumbrances.
- 6.3. Deliver state warrants on negotiated settlements after obtaining proper execution of instruments of conveyance and satisfaction of liens.
- 6.4. Record conveyance documents in appropriate county offices.

7. Relocation Assistance Services:

- 7.1. Prior to negotiations, contact property owners to discuss relocation program and benefits, deliver the relocation brochure, and complete the Displacee Needs Questionnaire (RAS 15), Relocation Coordinator's Report (RAS 5), and Decent, Safe and Sanitary Report (RAS 16).
- 7.2. Prepare relocation studies and determine replacement housing payments as appropriate.

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- 7.3. Coordinate property owner meetings with negotiators.
- 7.4. Advise eligible owner-displacees of their monetary payments and how they were determined showing the comparable housing used and provide a ninety (90) day written notice.
- 7.5. Contact the eligible tenant displacees in writing within seven (7) working days of the initiation of negotiations and present comparable housing and relocation payment calculations.
- 7.6. Provide displacees (residential tenants, businesses, etc.), a ninety (90) day written notice within seven (7) working days of initiation of negotiations.
- 7.7. Provide displacee a thirty (30) day written notice specifying the exact date by which the property must be vacated and/or personal property removed as needed.
- 7.8. Notify the AHTD immediately if displacee does not move after the thirty (30) day written notice expires.
- 7.9. Offer advisory services to and conduct personal interviews of nonresidential and residential displacements. Determine the relocation needs and preferences of each business (farm and non-profit organization) or person to be displaced and explain the relocation payments and other assistance for which the business/person may be eligible, the related eligibility requirements, and the procedures for obtaining such assistance.
- 7.10. Provide, for nonresidential relocatees, current and continuing information on the availability, purchase prices, and rental costs of suitable commercial and farm properties and locations. Assist any person displaced from a business or farm operation in obtaining and establishing a suitable replacement location.
- 7.11. Minimize hardships to persons in adjusting to relocation by providing counseling, advice regarding other sources of assistance that may be available, and such other help as may be appropriate.
- 7.12. Supply persons to be displaced with appropriate information concerning Federal and State housing programs, disaster loan and other programs administered by the Small Business Administration, and other Federal and State programs offering assistance to displaced persons, and technical help to persons applying for such assistance.
- 7.13. Maintain relocation contact logs.

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- 7.14. Prepare any necessary bid documents, forms and claims for displacees' moving and related expenses.
- 7.15. Determine the eligibility of and amount of replacement housing payments for owner occupants.
- 7.16. Compute increased interest payments, rental subsidy payments, and down payment assistance payments as needed.
- 7.17. Determine the eligibility of mobile homes for replacement housing payment.
- 7.18. Deliver relocation payments.
- 7.19. Handle any property owner request for appeal hearing and appear as needed.
- 7.20. Appear and testify as an Expert Witness in eminent domain proceedings and be available for pre-hearing or pre-trial meetings as directed by the AHTD.

8. Property Management Services:

- 8.1. Establish the amount of bond required in the event improvements are retained by the owner for appraised salvage value.
- 8.2. Maintain records of improvements by completing the "Improvement Checklist" form prior to the transfer of packets to the negotiator for acquisition.
- 8.3. After the tract is negotiated, review the tract packet to ascertain the decision of the property owner regarding retention of the improvements.
- 8.4. Perform initial inspection of the project site including taking photographs of all improvements within the right of way. Search for underground storage tanks (UST's), tank pumping systems, and other hazardous materials. Verify that items of realty included in the appraisal remain on the premises.
- 8.5. As directed by AHTD, make subsequent inspections to determine the progress of the removal of improvements that have been retained by the property owners and to formulate the method of disposal of improvements not retained.
- 8.6. Compile a list of structures to be removed, including buildings, slabs, footings, foundations, wells, septic systems, storm cellars and any other man-made object within the acquisition area.

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8.7. Provide “Improvement Checklist” and supporting documentation to AHTD.

9. Appraisal Updates

9.1. Revise, update or obtain new compensation estimates or appraisals as needed in accordance with responsibilities listed in Section 3.

10. Appraisal Review Updates

10.1. Review appraisal reports for each tract to determine consistency of values and compliance with AHTD policies and procedures and the Uniform Act, approve the fair market value and recommend just compensation to the AHTD in accordance with responsibilities listed in Section 4.

AHTD Responsibilities: AHTD agrees to administer professional services for the right of way acquisition of properties as follows:

1. Upon completion of right of way plans and environmental handling, prepare a request for authority to appraise and acquire for submission to FHWA.
2. Provide right of way and construction plans.
3. Provide legal descriptions of the property to be acquired and current ownership title certificates.
4. Provide any applicable conceptual stage relocation statement and plan.
5. Provide timely reviews and approval of submissions.
6. Provide examples of standard forms and brochures to be used in the acquisition process.
7. Process and issue all warrants for payments.
8. Provide final approval for all payments including, but not limited to, compensation estimates or appraisals and relocation assistance.
9. Conduct surveys of property owners and displacees to determine quality of performance by the Consultant.
10. Initiate, coordinate, and administer environmental investigation surveys.

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11. Process condemnation actions including legal document preparation, filing, settlement or trial actions.
12. Prepare exhibits used in court cases on condemned tracts as needed.
13. Provide legal opinions or recommendations that arise during the acquisition process, as needed. Consultant must notify the AHTD if legal advice is needed.
14. Forward right of way certifications to FHWA for review and approval.

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Project Conditions of the Work: The Consultant agrees to administer professional services for the right of way acquisition of properties as follows:

1. Professional services shall be provided in accordance with the current edition of the AHTD's Right of Way Division Policies and Procedures Manual.
2. All right of way functions will comply with the Uniform Act, 23 CFR, 49 CFR and pertinent Federal regulations.
3. Consistent with this policy, all programs and activities administered by the Right of Way Division shall comply with Title VI of the Civil Rights Act of 1964 and related statutes and regulations to include the Civil Rights Restoration Act of 1987 and the Americans with Disabilities Act of 1990
4. All compensation estimates and appraisals shall conform to the Uniform Act and appropriate Federal regulations, State law and AHTD Right of Way policies and procedures. Detailed appraisals shall reflect nationally recognized appraisal standards, including, to the extent appropriate, the Uniform Appraisal Standards for Federal Land Acquisition and requirements found in 49 CFR Part 24.
5. The relocation assistance advisory program shall satisfy the requirements of Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Executive Order 11063 and 49 CFR Part 24.
6. No appraiser shall have any interest, direct or indirect, in the real property being appraised and must sign a certificate to that effect.
7. No appraiser or Review Appraiser shall act as a negotiator for real property which that person has appraised or reviewed.

Special Conditions of the Work: The Consultant agrees to adhere to any special conditions required by AHTD in order to administer professional services for the right of way acquisition of properties included in this RFP.

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ATTACHMENT B

**COST PROPOSAL
(per Tract)**

Administrative Services	
--------------------------------	--

Title Services	
\$0 - 500 Value	
\$501 – 2500 Value	
\$2501 – 50,000 Value	
\$50,001+ Value	

Initial Appraisal Services	1-25 Tracts	26-75 Tracts	76+ Tracts
Compensation Estimate (\$10,000 or Less)			
Detailed Appraisal			
Billboard Valuation			

Appraisal Services - Updates	1-25 Tracts	26-75 Tracts	76+ Tracts
Compensation Estimate (\$10,000 or Less)			
Detailed Appraisal			
Billboard Valuation			

Initial Appraisal Review Services	1-25 Tracts	26-75 Tracts	76+ Tracts
Compensation Estimate (\$10,000 or Less)			
Detailed Appraisal			
Billboard Valuation			

Appraisal Review Services - Updates	1-25 Tracts	26-75 Tracts	76+ Tracts
Compensation Estimate (\$10,000 or Less)			
Detailed Appraisal			
Billboard Valuation			

Negotiation Services	1-25 Tracts	26-75 Tracts	76+ Tracts

Closing Services	1-25 Tracts	26-75 Tracts	76+ Tracts

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS (RFP)
ON-CALL RIGHT OF WAY ACQUISITION SERVICES

ATTACHMENT B

COST PROPOSAL (Cont.)
(per Tract)

Relocation Assistance Services	1-10 Tracts	11-20 Tracts	21+ Tracts
Business Relocation			
Residential Relocation			
Personal Property Relocation			

Property Management Services	1-25 Tracts	26-75 Tracts	76+ Tracts

Eminent Domain/Relocation Proceedings	
Pre-trial Conference (1/2 Day)	
Pre-trial Conference (Full Day)	
Expert Witness at Trial/Hearing (1/2 Day)	
Expert Witness at Trial/Hearing (Full Day)	

**THE ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT
RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.**